



Pre-Classroom Notes - MS Forms

Step 1: Let's start by switching to <https://www.office.com/>. Now after signing in with the given ID, follow the steps mentioned below.

Step 2: Open **Forms** from 9 dots above on the left.

The screenshot shows the Microsoft Office 365 ribbon interface. On the far left, there is a vertical navigation bar with nine dots. Below it, the 'Apps' section lists various Microsoft services: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, and Yammer. The 'Forms' icon is highlighted with a red box. The main workspace is blurred, and the bottom navigation bar includes 'Documents', 'New', and 'Feedback' buttons.

Step 3: Create New Form by clicking on the drop-down button near “New Quiz”. Click on “New Form”

The screenshot shows the Microsoft Forms homepage. At the top, there is a navigation bar with icons for Home, New, and Groups. The 'New' button is highlighted with a red box. Below the navigation bar, there is a search bar and a 'Shared with me' section. The main content area features a central illustration of a person working at a laptop. Below the illustration, the text 'No recent online Office documents' is displayed, followed by the instruction 'Share and collaborate with others. To get started, create a new document or drag it here to upload and open.' At the bottom right, there is a 'Feedback' button.



Step 4: Give a Title to the form and add a description as appropriate. You can also add the picture in the title by clicking on the image icon

The screenshot shows the Microsoft Forms interface for a form titled "Basic IT". The "Questions" tab is selected. In the top right, there are buttons for "Preview", "Theme", "Share", and more. Below these are "Image Search", "OneDrive", and "Upload" buttons. A search bar contains "Bing Computer" with a magnifying glass icon and an "Add" button. A note says "You are responsible for respecting others' rights, including copyright. Learn more." with a close button. A checkbox is checked with the message "Search results show images tagged with Creative Commons licenses. Learn more." Below the search bar are four small images: a keyboard and mouse, a person working on a laptop, a vintage IBM monitor, and a modern laptop.

Step 5: Add questions (Multiple Choice, short and long Text, Rating, Ranking, Likert, etc.)

The screenshot shows the Microsoft Forms interface for the "Basic IT" form. The "Questions" tab is selected. At the top, there are buttons for "Preview", "Theme", "Share", and more. Below the toolbar, there are tabs for "Questions" and "Responses". The toolbar includes a plus sign, "Choice", "Text", "Rating", "Date", and a dropdown arrow. A dropdown menu is open, listing "Ranking", "Likert", "File upload", "Net Promoter Score®", and "Section". The "Section" option is highlighted with a red box.



Step 6: Add one Choice question

The screenshot shows the Google Forms interface. At the top, there's a navigation bar with 'Forms', 'Basic IT - Saved', and various icons for preview, theme, share, and more. Below the navigation is a 'Questions' tab. A single choice question is listed: '1. Batch Name'. The options are 'January', 'February', 'March', 'April', 'June', and 'September', each preceded by a radio button. Below the options are two buttons: '+ Add option' and 'Add "Other" option'. A red box highlights the entire question area.

Step 7: Change the theme. Select any one from these themes

The screenshot shows the Google Forms interface again. The 'Theme' button in the top right is highlighted with a red box. To its right is a 'Theme' panel containing a grid of color swatches and small preview images of different themes. Below the theme swatches is a large '+' button.

Note: We will learn about more features in the class